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Governor

Talauega E.V. Ale  
Lieutenant Governor



Lynn Pulou-Alaimalo  
Director

Max Tuitele  
Acting Director

Faagau Steve Lefiti  
Deputy Director WIOA

**AMERICAN SAMOA GOVERNMENT  
DEPARTMENT OF HUMAN RESOURCES  
PAGO PAGO, AMERICAN SAMOA 96799**

**JOB ANNOUNCEMENT**

<b>Job Title:</b> <b>CDBG Manager</b>	<b>Posting Date:</b> <b>March 30, 2022</b>	<b>Serial No.:</b> <b>113-22</b>
<b>Department/Division:</b> <b>Commerce/ Urban Planning &amp; Development</b>	<b>Closing Date:</b> <b>April 20, 2022</b>	<b>Announcement No.:</b> <b>042-22</b>
<b>Type of Position:</b> <b>Permanent Appointment</b>	<b>Posting Type:</b> <b>Employment Opportunity/ Open to the Public</b>	<b>Pay Grade and Salary Range:</b> <b>GS-14/\$19,567 - \$55,057p.a.</b>

**General Description:** Oversees the Community Development Block Grant Program

**Key Duties and Responsibilities:**

- Coordinate activities, programs or projects funded through the CDBG Program
- Coordinate and participate with government agencies, community leaders, special interest groups, committees or contracts during planning/financing processes
- Coordinate meetings, hearings and other activities necessary for the approval and implementation of CDBG supported planning and economic development programs and projects
- Develop effective monitoring measures and secure and train staff to implement planning processes, create jobs and develop facilities serving lower income residents, the effects of poverty and meet the needs of the disabled, elderly and special needs segments related to CDBG projects and reports to HUD Programs
- Undertake economic and impact analysis on local, regional and international issues as related to the American Samoa Consolidated Plan (ConPlan) and Annual Action Plan;
- Environmental review and assessment of single or multiple development projects being funded through the CDBG Program;
- CDBG Grant Proposal preparation in support of Department of Commerce or ASG development programs;
- Management of activities in the absence of, or in temporary replacement of dedicated personnel;
- Procurement of contractual services relative to architectural and engineering design of CDBG projects;
- Recruitment of qualified personnel for the CDBG Program/Planning Division of the Department of Commerce
- Aid in the strategic planning for capital improvements, 'basic needs' infrastructure and commerce in support of job creation and alleviation of poverty by CDBG projects

***This is an Equal Employment Opportunity Employer***

- Provide direct administrative and planning support or provide oversight of the activities assigned to CDBG staff for:
- Provides overall oversight of compliance for CDBG projects including CDBG-CV funding
- Provides oversight of the needs assessment for all CDBG Programs: Manage the assessment of recovery needs across all technical areas: housing; economic development; infrastructure; and services. Evaluate: (a) types of needs (for example rehabilitation vs. new construction), including needs of LMI and under-served populations; (b) financial estimates of recovery costs; (c) geographic location of needs; and (d) capacity of potential administrative partners
- Provides oversight in concert with the Grants Management staff, determine level and types of policy staff. Work with Human Resources to develop job description and hiring requisitions and interview and hire staff. The policy staff may be drawn or borrowed from the existing CDBG program staff. If this is the plan, ensure that the loaned staff understand the differences between CDBG and CDBG-DR and are familiar with recovery activities
- Works on any other assignments given by UPD Assistant Director or DOC Director

**Knowledge, Skills and Ability:**

- Specific training courses in this field
- Experience in working with grants
- Understand ASG Procurement laws and regulations
- Must have good customer service to deal with clients and department representatives

**Academic and Experience Requirements:**

- Applicant must have a master's degree from an accredited university plus 3 years of work-related experience OR a bachelor's degree plus 5 years and 3 years of capacity
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience.

**Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,

  
Max Tuitele

Acting Director, Department of Human Resources